

# MARY SWAIN

Executive  
Director/Chief  
Executive Officer

## Contact Information

King Salmon, AK 99613  
907-440-4938  
director@camaichc.org

## Skills

- Financial Management
- Oversight
- Business Development
- Human Resources
- Project Management
- Patient Care
- Customer Service
- Community Outreach
- Professional Development
- Community Relations
- Team Building & Motivation
- Strategic Planning & Execution

Experienced health care executive with the ability to balance strategic decisions and financial discipline with a hands-on approach to leadership—resulting in strong employee, patient, and provider satisfaction. Engaging communicator and relationship builder with expertise in organizational planning, multimillion-dollar capital projects, contract negotiations, and team development.



## Employment History

**Executive Director/Chief Executive Officer** Sep 2017 – Present

Camai Community Health Center • Naknek, AK

~ Provides leadership and change management for the only Community Health Center in the region to promote a reputation for quality, innovation, and clinical excellence. Reports to the board of directors, shapes the strategic direction, controls the budget, and ensures a top-performing team.

~ Institutes high clinical and operational standards, roll out new services, and strengthen provider recruitment. Consult with the administrative team to enhance operational, clinical, non-clinical, and ancillary services.

~ Define administrative priorities for services as well as ancillary/support services (medical staff services, imaging, laboratory, and behavioral health). Foster strong provider relationships.

**Admin Assistant/Regulatory Specialist** Sep 2008 – Sep 2017

Bristol Bay Telephone Cooperative • King Salmon AK

~ Carry out all Board of Director activities and General Manager administrative functions. Create, analyze, and reconcile the budget with department heads to be approved by General Manager. Ensure the board of directors, management, and employees adhere to and maintain compliance with all policies, bylaws, and state and federal regulations. Prepare, submit, and maintain appropriate technical documents for state and federal regulatory submissions.

~ Administer all company human resource duties, including hiring, background checks, coordination of employee performance appraisals, plans of improvement, termination, and timekeeping issues. Compose and administer resolutions, policies, and procedures for board approval. Negotiate most vendor contracts.



## Education

**Bachelor's Business Administration (BA)** Dec 2021

Colorado Technical University • Magna Cum Laude

Healthcare Management

**Associate Business Administration**

Colorado Technical University • Honors



## Community Involvement

Board of Directors & Chairman, Alaska Primary Care Association

Board of Directors, Northwest Region Primary Care Association

Bristol Bay Borough Assembly & President, Bristol Bay Borough (Elected)

Board of Directors & Chairman, South West Alaska Municipal Conference (SWAMC)

Co-Chairman, Naknek River Ducks Unlimited

President, Riverside Chapel, King Salmon Alaska

Board of Directors & Chairman, Camai Community Health Center (2007 -2017)

## Grant Writing & Management Expertise

Successfully secured multiple federal, state, and private grants totaling over 5 Million for health center expansions, program development, and community outreach.

Oversaw the application, reporting, and compliance for grants from agencies such as HRSA, State of Alaska, Denali Commission, and Alaska Finance Housing Association.

Managed all post-award grant activities, including budgeting, staffing, and program implementation to ensure all grant objectives were met within budget and on time.